BOARD POLICY ON EQUIVALENCIES

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
College Annex
Monday, November 16, 1992

Meeting 92-23

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by President Lorraine Chavez-Figueroa at 5:30 p.m.

The salute to the American Flag was led by Mr. Franco.

Roll was called by the President.

Present: Lorraine Chavez-Figueroa, President
Manuel Franco, Vice-President
John Crain, Trustee
Larry Smith, Trustee

Absent: Clancy Osborne, Trustee
Daniel Cloud, Student Trustee

Administrators Present: Wilford Beumel, Superintendent/President
Larry Carrier, Dean of Business Services

Recorder: Terry Nathanson

Visitors: Patricia Murphy and Monica Siegel.

Moved by Mr. Smith, seconded by Mr. Franco, and unanimously carried, that the Minutes of the Special Meeting of October 14, 1992, be approved.

Moved by Mr. Franco, seconded by Mr. Smith, and unanimously carried, that the Minutes of the Regular Meeting of November 2, 1992, be approved.

Moved by Mr. Franco, seconded by Mr. Crain, and unanimously carried, that the Agenda for this meeting, with Addenda, be adopted as amended. (Correction of numbering on Fire Science Instructor Resolution to C-72.)

REPORTS

Associated Students

In the absence of the Student Trustee, the Superintendent announced that he had suggested to Dr. Markle, A.S.B. Advisor, that the students may wish to sponsor a float in the Christmas Parade, stating it would probably be a refurbished version of the sleigh and reindeer built by the welding class a few years ago. Dr. Markel responded to this suggestion and advised the Superintendent that it received more enthusiasm than had been expressed in a long while.

Superintendent/President's Report

a. In response to a request from the Board of Trustees some time ago, the Superintendent distributed a document indicating observed holidays at the Child Development Center, noting that the Center is open 249 days per calendar year.

b. The Superintendent recently met with faculty and staff to discuss negotiated health benefits and each group has been advised that the Board has authorized full payment of the premiums.

c. A reception for Steven Harris, DSPS Student, one of ten recipients of the 1992 High Tech Center Student Achievement Award, sponsored by International Business Machines and administered by the California Community Colleges Foundation, was held on campus on October 29, 1992. The reception was arranged by Susan Black, DSPS Counselor, with the assistance of Shelly Hamilton and others. Two articles regarding Stephen's successful rehabilitation recently appeared in the Palo Verde Times.

d. Dr. Howard Markle recently served on an evaluation team for matriculation at Imperial Valley College and came away with a great deal of information which will be beneficial in planning our expanding matriculation program.

e. Dr. Robert Wilmoth, Dean of Instruction Appointee, will report for duty on Tuesday, January 6, 1993. Initially, the date to begin his services was established as December 18; however, there are only two instructional days following December 18, and the rescheduled beginning date provided a better personal arrangement for his relocation.

f. The Superintendent distributed a copy of the state mandated annual Campus Crime Awareness Report which cited six violations during 1991-92, i.e., three items stolen from vehicles and three vehicles with slashed tires.

The Superintendent responded to a question from Trustee Larry Smith regarding the assignment of an individual to patrol the parking lot and was advised that no one has yet been assigned, however, no problems have been reported. The Superintendent has alerted Pat Koester and the Financial Aid Officer of the need to fill this assignment and they will refer any available student to the Dean of Business Services.

g. The District continues to work with Patricia Pinon, Program Specialist, Palo Verde Unified School District, in providing a course offering through California State University, San Bernardino. The class will be offered by Palo Verde College simultaneously as a lower division course for teacher aides and other interested enrollees.

h. Preparation of the Spring Schedule is well under way and the target date for distribution is Wednesday, November 25. Revisions of original requests will be discussed with the instructor.

BOARD COMMENTS & DISCUSSION

1. Trustee Manuel Franco extended his congratulations to Susan Black, DSPS Counselor, for the successful reception honoring Steven Harris. Further, he stated it would be his wish that the College could support more events which provide this excellent publicity.

2. The Dean of Business Services responded to a question posed by Trustee Larry Smith regarding the review of Pirate Den operations. The Dean stated the committee composed of Juanita Burns, Den Manager, Maria Rios, Student Representative, and himself had met on two occasions.

   During the first meeting, the committee was requested to study the frequency of sales, the cost of production as it relates to preparation time, and ways to more quickly serve the patrons. At the second meeting, the committee came back with the information requested and changes were initiated.

   Twelve items from the menu which were rarely served and time consuming to prepare were eliminated; eight items were selected to become "features" with a different "feature" to be served daily, except Friday. The price of cheeseburgers was increased 15 cents, with four other items increased 5 cents to 10 cents; all other items remained the same. It was determined that the facility was not physically adaptable to any other method of service to patrons.

   The Dean stated the gross profit percentage of sales is basically very good, but the volume of sales prevents an overall profit.

   The committee will meet at a later date to study the success of the initiated changes and to consider other methods of service.

Trustee Smith, excluding Business Services payroll and accounting personnel from his observations, reiterated his concerns regarding what he terms to be unprofessional conduct of personnel in the Office of Student Services. Further, he suggested that the atmosphere created hampers the workmanship of dedicated personnel.

RESOLUTIONS

A. Instruction

CURRICULUM COMMITTEE - Resolution 92-23 A-5

The Superintendent noted that the actions of the Curriculum Committee as they appeared on the Agenda for this meeting had been amended by the Committee at their meeting of November 12:

1) The Association Degree in Correctional Science was tabled pending further consultation with correctional personnel at the prison.
2) ENG 10, College Newspaper Production, was deleted due to its close similarity to JRN 48, Newswriting & Reporting, presently in the College Catalog.
3) Course numbering for Spelling Improvement and Vocabulary was revised.

Course outlines were made available to the Trustees for review.

Moved by Mr. Franco, seconded by Mr. Smith, and unanimously carried that the Resolution identified above be adopted as follows:

BE IT RESOLVED that the following new/substantially revised courses, as approved by the Curriculum Committee on November 12, 1992, be approved.

ADJ 25, Wildlife Law Enforcement - New Course

ART 2, Appreciation of Modern Art: History & Analysis - New Course
ART 16, Intermediate Silk Painting - New Course
ART 18, Painting Nature in Various Mediums - New Course

ENG 3, Critical Thinking & English Composition - Revised Course
ENG 93, Spelling Improvement - Revised Course
ENG 92, Vocabulary Improvement - New Course
ENG 94, Basic Reading & Writing - Revised Course

PED 42, Advanced Adaptive Activity II - New Course

B. Business

REGISTER OF WARRANTS - Resolution 92-23 B-69

Moved by Mr. Smith, seconded by Mr. Franco, and unanimously carried, that the Resolution identified above be adopted as follows:

BE IT RESOLVED that the Register of Warrants for the period ending October 31, 1992, be approved.

FINANCIAL REPORT - Resolution 92-23 B-70

Moved by Mr. Franco, seconded by Mr. Smith, and unanimously carried that the Resolution identified above be adopted as follows:

BE IT RESOLVED that the Financial Report for the period ending October 31, 1992, be approved.

D. Miscellaneous

EQUIVALENCIES TO DISCIPLINES LIST - Resolution 92-23 D-7

The Superintendent described the procedures for creating Board Policy 4130.1, Equivalencies to the Disciplines List, mandated by AB 1725, stating that he had prepared the first draft using portions of the language taken from policies adopted by other districts and making changes and/or modifications. The draft was then forwarded to the Faculty Senate. Following revisions and approval of the Faculty Senate, the document was presented to the Superintendent by Dr. Monica Siegel, President, Faculty Senate, for presentation to the Board of Trustees with the Superintendent's recommendation for approval.

The Superintendent stated that the Equivalency Committee is composed of four persons, the Dean of Instruction, or designate; the Academic Senate President, or designate; a faculty member most closely related to the discipline in question, and one non-voting member member to oversee and ensure that equivalency procedures are followed; it was emphasized that an application for equivalency must receive the unanimous approval of each committee entity.

The Trustees were apprised of the timelines and procedures for making application for equivalency as part of a given discipline pool. The Superintendent and Trustees discussed the importance of application materials being submitted within a reasonable time in order to meet application closure dates, and the Superintendent will schedule a meeting with the Equivalency Committee to discuss procedures for submitting application materials.

The Superintendent noted that the policy is presently quite liberal and may receive future modifications directed by the statewide system or the Chancellor's Office. Any future changes will be brought before the Board of Trustees for approval.

The Trustees joined in Trustee Manuel Franco's expression of appreciation directed to Dr. Monica Siegel and the Faculty Senate in finalizing this important document of compliance with AB 1725 which has been pending for over two years. Dr. Siegel commented that the document had received mutual agreement of the Faculty Senate and administration.

Moved by Mr. Franco, seconded by Mr. Smith, and unanimously carried, that the Resolution identified above be approved as follows:

BE IT RESOLVED that Board Policy 4130.1, Palo Verde College Equivalencies to the Disciplines List - Minimum Qualifications for Regular & Adjunct Faculty, as shown in Reference D-7, be adopted.

CLOSED SESSION

The Superintendent and members of the Board of Trustees adjourned to Closed Session at 6:22 p.m., reconvening in Open Session at 8:07 p.m.

C. Personnel

C.D.C. TEACHER AIDE - Resolution 92-23 C-70

Moved by Mr. Crain, seconded by Mr. Smith, and unanimously carried, that the Resolution identified above be adopted as follows:

BE IT RESOLVED that Peter John Knowlan be employed as a substitute Teacher Aide at the Child Development Center.

DIRECTOR, C.D.C. - Resolution 92-23 C-71

Moved by Mr. Franco, seconded by Mr. Crain, and unanimously carried, that the Resolution identified above be adopted as follows:

BE IT RESOLVED that the contract for Don Kuykendall, Director, Child Development Center, be renewed, effective October 4, 1992, at an annual salary of $35,000.

PART-TIME INSTRUCTOR - Resolution 92-23 C-72

Moved by Mr. Franco, seconded by Mr. Crain, and unanimously carried, that the Resolution identified above be adopted as follows:

BE IT RESOLVED that Richard Auger be employed as part-time Fire Science Instructor.

ADJOURNMENT

The President declared the meeting adjourned at 8:15 p.m.

The next Regular Meeting of the Board of Trustees is scheduled for Monday, December 7, 1992, at 5:30 p.m.

REFERENCE: D-7

PALO VERDE COLLEGE

EQUIVALENCIES TO THE DISCIPLINES LIST

MINIMUM QUALIFICATIONS

for

REGULAR & ADJUNCT FACULTY

I. Introduction

1. AB 1725 provides for the hiring of faculty, instructional administrators, or student services administrators who do not meet the precise letter of the minimum qualifications, provided that "the Governing Board determines that he or she possesses qualifications that are at least equivalent" as required by law. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline and has been put into a hiring pool. Equivalency is not a promise of future employment. The criteria and process for reaching this judgment must be worked out between the Superintendent/President (Board designated representative) and the local Academic Senate and approved by the Board.

2. The purpose of the equivalency process is to make our hiring less bureaucratic, less rigid. Applicants who can provide conclusive evidence that they have education or experience comparable to that which is required by the minimum standards deserve careful consideration, even if their degrees have different names, or if they acquired their qualifications by a route other than the conventional one. If the equivalency process were not used at all, fully qualified candidates would not receive consideration.

3. On the other hand, the authority to determine equivalent qualifications does not include the authority to waive those standards and accept less qualified individuals. The fact that a particular candidate is the best the college can find does not affect the question of whether he or she possesses equivalent qualifications. The issue is not how badly an instructor is needed, but whether this person does have qualifications as good as those from individuals who do meet the letter of the minimum requirements.

4. This document includes a model Palo Verde College Equivalency Certificate that will be given to the individual who successfully provides evidence of an equivalency. Individual personnel records are kept by the personnel office and additionally, the Academic Senate will also keep a master file of copies of the Equivalency Certificates.

II. Criteria for Equivalence

1. If an individual wishes to be considered for a teaching or administrative position but does not meet the minimum qualifications of the Board of Governors adopted Disciplines List, he or she may take their case for meeting equivalency qualifications

to the College Equivalency Committee by demonstrating with official transcripts, publications, work products, and/or proof of previous employment that they have equivalent preparation to teach, or fulfill a particular academic role. Transcripts will be accepted by the P.V.C. personnel office only if they are officially stamped and sealed or mailed directly from the college records office of origin.

2. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following is a separate and distinct criterion:

   a. The General Education required for that degree; and
   b. The major required for that degree.

3. A candidate who does not provide conclusive evidence in regard to either (a) or (b) does not possess the equivalent of the degree in question.

III. Regular Standards

1. Minimum qualifications for disciplines in which the Master's Degree is generally available:

   a. Master's in the discipline or alternatives adopted by the Board of Governors or equivalent as described below.
   b. Valid California Community College Credential in the Field.

2. For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is generally available, the following criteria shall in most cases be understood by the college to meet the minimum standards.

   a. Master's in related field, including 15 semester units of graduate or upper division course work within the field.

   b. Bachelor's in field + 24 semester units of graduate or upper division course work in the field.

   c. Bachelor's in field + 15 units of graduate or upper division course work within the field + one year full-time teaching or work experience in the field.

   d. Bachelor's in field + 3 years full-time teaching or work experience in the field, + relevant professional certification, if appropriate.

   e. Bachelor's in related field + 24 semester units of graduate or upper division course work in field + 3 years of full-time teaching or work experience in the field.

f. Associate of Arts Degree in the field + 6 years of full-time teaching experience in the field + relevant professional certification in the field, such as (1) publications and/or (2) work products.

g. If an individual does not meet the equivalency provisions as stated above for a faculty position, but the Dean of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.

3. Minimum qualifications for disciplines in which the Master's Degree is generally not available.

   a. Bachelor's degree or better in any discipline + any certificate or license required to do that work + two years full-time work experience in the discipline, or equivalent.

   b. Associate of Arts Degree in any discipline + any certificate or license required to do that work + six years full-time experience in the discipline or equivalent.

   c. Valid California Community College Credential in the field.

4. For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is not generally available, and the individual does not meet the regular standards as stated above, but the Dean of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related) all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation, then that person shall receive an equivalency.

IV. Process for Determining Equivalent Qualifications

1. The candidate shall provide to the designated college personnel office all relevant and official copies of degrees, official transcripts, or written materials. If the candidate intends to make a case with publications or work products, this documentation will also be provided to the personnel office. The Equivalency Committee for evaluating a faculty candidate shall be comprised of the Dean of Instruction or designate, the Academic Senate President or designate, a faculty member appointed by the Academic Senate (a nonvoting member whose primary responsibility is to ensure that the equivalency procedure has been followed) and a faculty member most closely related to the discipline in question. For an administrator, the committee shall be composed of the CEO, the Dean of Instruction or designate, and the Academic Senate President or designate.

2. The personnel office shall supply to all candidates who request them, copies of the equivalency policy and a guideline paper outlining what is required by the college.

3. The following questions shall be used by candidates as guidelines to assist them in gathering pertinent documentation. This documentation shall constitute the factual data required in the Equivalencies Questionnaire.

   a. In what discipline do you believe you have an equivalent?
   b. Do you claim the equivalent of the major for that degree? If so, what courses have you completed to substantiate the equivalency?
   c. Do you have the equivalent of the General Education requirements for the degree? What relevant courses have you completed? What other evidence can you provide that you have the equivalent of the General Education portion for the degree?
   d. If you are using course work to establish the equivalency, please submit both an official transcript and copies of the appropriate pages from the college catalog.
   e. If you are using publications or other work products, please submit them if possible.
   f. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

V. Granting Equivalency

1. The Equivalency Committee shall make determinations on a case-by-case basis. Candidates shall be notified in writing within a reasonable time regarding their success in establishing an equivalency. Those who receive Equivalency Certificates shall then be included in a pool of prospective employees.

2. Candidates who become a part of a candidate pool shall receive a Palo Verde Certificate valid for three years. If employed, the successful candidates shall receive a Palo Verde College Equivalency Certificate valid for life. All deliberations and records shall remain confidential.

_____ _____
Academic Senate President Superintendent/President

_____ _____
Date Date

PALO VERDE COLLEGE

APPLICATION FOR EQUIVALENCY REVIEW

Name of Applicant: _____

Discipline: _____

Application for Master's Degree Equivalency: _____

Application for Bachelor's Degree Equivalency: _____

Receipt of substantiating documentation:

_____ _____
Authorized Agent Date

Comments:

****

Authorization for Service:

Full-Time Service: _____ Approved Valid To: _____

Part-Time Service: _____ Approved Valid To: _____

Application Denied for Insufficient Documentation: _____

AUTHORIZED SIGNATURES:

Faculty Candidate Administrative Candidate

_____ _____
President, Academic Senate or or Designate Chief Executive Officer

_____ _____
Dean of Instruction or Designate Dean of Instruction or Designate

_____ _____
Faculty Member from the Discipline President, Academic Senate or Designate

_____
Faculty Member for Procedures

Date of Approval: _____

PALO VERDE COLLEGE

EQUIVALENCY QUESTIONNAIRE

Note: The applicant is encouraged to read the Palo Verde Equivalency Policy careful before filling out this questionnaire. The equivalency application requests what constitutes a Credential for Instruction at Palo Verde College. The awarding of an equivalency in a given discipline is in accordance with the provisions of California Education Code 87357-87359 and is viewed with serious consideration. It should also be understood that the granting of equivalency does not promise or guarantee future employment. If you provide persuasive evidence that you possess the minimum qualifications for the equivalent preparation for teaching in the specified area, your name will be included in the list of qualified candidates for consideration when you apply for a full-time or part-time position. Please submit only typed applications.

CRITERIA FROM THE PALO VERDE COLLEGE EQUIVALENCY POLICY

Using the standards and criteria on pages 2 and 3 of the Palo Verde College Equivalency Policy, please demonstrate your equivalency preparation in the discipline for which you are applying and for which the (1) Master's Degree is generally available, or the discipline for which you are applying in which the (2) Bachelor's Degree is the standard for academic preparation. (List qualifications, course work, and any other qualifying documentation.)

OTHER CRITERIA TO DEMONSTRATE EQUIVALENCY

1. Degree and discipline for which you are requesting an equivalency?

   _____

2. If you claim the equivalency of the major for the degree, list the courses and provide official documentation.

3. List the courses and provide official documentation for the General Education equivalency for the degree.

4. What other evidence can you provide for the equivalency of the General Education portion of the degree?

ADDITIONAL GUIDELINES

1. If you are using courses to establish the equivalency, please submit both an official transcript (i.e. mailed directly from the college records office of origin to the Palo Verde College personnel office) and copies of the appropriate pages from the college catalog.

2. If you are using publications or other work products, please submit them if possible.

3. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

4. If you are using full-time teaching experience in the discipline area, please submit documentation (verification mailed directly from educational institution that employed you full-time) to the Palo Verde College Personnel Office.

5. If you are using full-time work experience in the field, please submit documentation (verification mailed directly from employer) to the Palo Verde College Personnel Office.

Sept. 18, 2006

AP 7210-1 - Faculty Service Areas, Minimum Qualifications, and Equivalencies
Review/Revision Notes

This policy replaces PVC Board Policy 4130.1 titled "Palo Verde College Equivalencies to the Disciplines List Minimum Qualifications for Regular & Adjunct Faculty." Please note, however, that PVC 4130.1 is not noted as having Board approval.

Sections II through V of the PVC language were incorporated into the CCLC language, and the "Application for Equivalency Review" and "Equivalency Questionnaire" from PVC 4130.1 are attached as part of the procedure. The CCLC language covers Section I of PVC 4130.1.

The formatting was merged by brining over some of the headings from the PVC policy (and creating new headings) and some of the language was moved around to more appropriately fit the headings, but few changes were made to the CCLC and PVC language such as:

- Vice President of Instruction was added where applicable.
- Under Criteria for Equivalency, "College Equivalency Committee" was changed to "academic senate equivalency committee" to be consistent with the CCLC language.
- For the paragraph describing the composition of the equivalency committee, the first 2 sentences of the PVC language were omitted to prevent redundancy.
- Under Granting Equivalency, "Palo Verde Certificate" was changed to "Palo Verde College Equivalency Certificate" to be consistent with the 2nd reference in the same paragraph.
- The language of the last CCLC paragraph beginning "Rare exceptions:" was changed to be consistent with the PVC language used throughout.
- In the 4th paragraph under the heading Process for Determining Equivalent Qualifications, "equivalency policy and guideline paper" was changed to "equivalency procedure and guidelines." This change was also made where applicable on the Equivalency Questionnaire.
- Titles were updated on the Application for Equivalency Review.
- Ed. Code reference to sections 87355 et seq. was added to CCLC references.

The [designated authority] does need to be identified where applicable: e.g. Vice President of Instruction, Academic Senate President or equivalency committee, or screening committee, etc.

PVC 4130.1 was set up for signature by the Academic Senate President and the Superintendent/President. It should be considered whether this procedure, once finalized should be signed by the parties.

This procedure has been renumbered from CCLC AP 7211 to AP 7210-1 to consistently identify the corresponding policy (BP 7210), and to allow for additional procedures to the policy.

DRAFT

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **7210-1**

Faculty Service Areas, Minimum Qualifications, and Equivalencies

Procedures regarding academic employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the agreement shall prevail.

Reference: Education Code Sections 87001, 87003, 87355 et seq., 87600 et esq., 87743.2; Title 5 Section 53400 et seq.

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee. An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and hiring committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the governing board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The following questions shall be used by candidates as guidelines to assist them in gathering pertinent documentation. This documentation shall constitute the factual data required in the Equivalency Questionnaire.

1. In what discipline do you believe you have an equivalent?

2. Do you claim the equivalent of the major for that degree? If so, what courses have you completed to substantiate the equivalency?

3. Do you have the equivalent of the General Education requirements for the degree? What relevant courses have you completed? What other evidence can you provide that you have the equivalent of the General Education portion for the degree?

4. If you are using course work to establish the equivalency, please submit both an official transcript and copies of the appropriate pages from the college catalog.

5. If you are using publications or other work products, please submit them if possible.

6. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

Criteria for Equivalence

If an individual wishes to be considered for a teaching or administrative position but does not meet the minimum qualifications of the Board of Governors adopted Disciplines List, he or she may take their case for meeting equivalency qualifications to the academic senate equivalency committee by demonstrating with official transcripts, publications, work products, and/or proof of previous employment that they have equivalent preparation to teach, or fulfill a particular academic role. Transcripts will be accepted by the Human Resources Manager only if they are officially stamped and sealed or mailed directly from the college records office of origin.

For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following is a separate and distinct criterion:

1. The General Education required for that degree; and

2. The major required for that degree.

A candidate who does not provide conclusive evidence in regard to either 1 or 2 above does not possess the equivalent of the degree in question.

- Regular Standards:

  1. Minimum qualifications or disciplines in which the Mater's Degree is generally available:

     a. Master's in the discipline or alternatives adopted by the Board of Governors or equivalent as described below.

     b. Valid California Community College Credential in the field.

  2. For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is generally available, the following criteria shall in most cases be understood by the college to meet the minimum standards.

     a. Master's in related field, including 15 semester units of graduate or upper division course work in the field.

     b. Bachelor's in field + 24 semester units of graduate or upper division course work in the field.

     c. Bachelor's in field + 15 units of graduate or upper division course work within the field + one year full-time teaching or work experience in the field.

     d. Bachelor's in field + 3 years full-time teaching or work experience in the field, + relevant professional certification, if appropriate.

     e. Bachelor's in related field + 24 semester units of graduate or upper division course work in field + 3 years of full-time teaching or work experience in the field.

     f. Associate of Arts Degree in the field + 6 years of full-time teaching experience in the field + relevant professional certification in the field, such as (1) publications and/or (2) work products.

     g. If an individual does not meet the equivalency provisions as stated above for a faculty position, but the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.

- Minimum qualifications for disciplines in which the Master's Degree is generally not available.

  1. Bachelor's degree or better in any discipline + any certificate or license required to do that work + two years full-time work experience in the discipline, or equivalent.

2. Associate of Arts Degree in any discipline + any certificate or license required to do that work + six years full-time experience in the discipline or equivalent.

3. Valid California Community College Credential in the field.

- For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is not generally available, and the individual does not meet the regular standards as stated above, but the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related) all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation, then that person shall receive an equivalency.

The [designate authority] will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the [designate authority] prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The [designate authority] shall send its decisions concerning equivalency and non-equivalency to the academic senate equivalency committee before candidates are notified of interviews.

Process for Determining Equivalent Qualifications

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List.

The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

The Human Resources Manager shall supply to all candidates who request them copies of the equivalency procedure and guidelines outlining what is required by the college.

The equivalency committee for evaluating a faculty candidate shall be comprised of the Vice President of Instruction of designate, the Academic Senate President or designate, a faculty member appointed by the Academic Senate (a nonvoting member whose primary responsibility is to ensure that the equivalency procedure has been followed), and a faculty member most closely related to the discipline in question. For an administrator, the committee shall be composed of the Superintendent/President, the Vice President of Instruction or designate, and the Academic Senate President or designate.

The equivalency committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

Granting Equivalency

The equivalency committee shall make determinations on a case-by case basis. Candidates shall be notified in writing within a reasonable time regarding their success in establishing an equivalency. Those who receive Equivalency Certificates shall then be included in a pool of prospective employees.

Candidates who become a part of a candidate pool shall receive a Palo Verde College Equivalency Certificate valid for three (3) years. If employed, the successful candidates shall receive a Palo Verde College Equivalency Certificate valid for life. All deliberations and records shall remain confidential.

Emergencies or Special Circumstances

The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the Vice President of Instruction. This recommendation shall be forwarded to [designate authority].
- [designate authority] will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by [designate authority].
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

    1. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
    2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
    3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter

specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

Equivalency for Vocational Disciplines

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the mater's degree.

- Semester units/occupational experience: 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note: all semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

- Related occupational experience: May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.

- Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.

- Rare exceptions: In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.

AP 7210-1 is CCLC AP 7211

See Administrative Procedures 7210-0 through 7210-11
See also BP/AP 7360 - Discipline and Dismissals - Academic Employees
See also BP/AP 7280 - Retiree Health Benefits - Academic Staff

(Formerly a part of PVC Board Policy 4130.1)

PALO VERDE COLLEGE

APPLICATION FOR EQUIVALENCY REVIEW

Name of Applicant: _____

Discipline: _____

Application for Master's Degree Equivalency: _____

Application for Bachelor's Degree Equivalency: _____

Receipt of Substantiating Documentation:

_____ _____

Authorized Agent Date

Comments:

Authorization for Service:

Full-Time Service: _____ Approved Valid To: _____

Part-Time Service: _____ Approved Valid To: _____

Application Denied for Insufficient Documentation: _____

AUTHORIZED SIGNATURES:

Faculty Candidate

_____

Academic Senate President or Designate

_____

Vice President of Instruction or Designate

_____

Faculty Member from the Discipline

_____

Faculty Member for Procedures

Administrative Candidate

_____

Superintendent/President

_____

Vice President of Instruction or Designate

_____

Academic Senate President or Designate

Date of Approval: _____

PALO VERDE COLLEGE

EQUIVALENCY QUESTIONNAIRE

Note: The applicant is encouraged to read the Palo Verde College equivalency procedure and guidelines carefully before filling out this questionnaire. The Equivalency Application requests what constitutes a Credential for Instruction at Palo Verde College. The awarding of an equivalency in a given discipline is in accordance with the provisions of California Education Code 87357 - 87359 and is viewed with serious consideration. It should also be understood that the granting of equivalency does not promise or guarantee future employment. If you provide persuasive evidence that you possess the minimum qualifications for the equivalent preparation for teaching in the specified area, your name will be included in the list of qualified candidates for consideration when you apply for a full-time or part-time position. Please submit only typed applications.

CRITERIA FROM THE PALO VERDE COLLEGE EQUIVALENCY PROCEDURE

Using the standards and criteria of the Palo Verde College equivalency procedure, please demonstrate your equivalency preparation in the discipline for which you are applying and for which the (1) Master's Degree is generally available, or the discipline for which you are applying in which the (2) Bachelor's Degree is the standard for academic preparation. (List qualifications, course work, and any other qualifying documentation.)

OTHER CRITERIA TO DEMONSTRATE EQUIVALENCY

1. Degree and discipline for which you are requesting an equivalency?

   _____

2. If you claim the equivalency of the major for the degree, list the courses and provide official documentation.

3. List the courses and provide official documentation for the General Education equivalency for the degree.

4. What other evidence can you provide for the equivalency of the General Education portion of the degree?

ADDITIONAL GUIDELINES

1. If you are using course work to establish the equivalency, please submit both an official transcript (i.e., mailed directly from the college records office of origin to the Palo Verde College personnel office) and copies of the appropriate pages from the college catalog.

2. If you are using publications or other work products, please submit them if possible.

3. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

4. If you are using full-time teaching experience in the discipline area, please submit documentation (verification mailed directly from educational institution that employed you full-time) to the Palo Verde College personnel office.

5. If you are using full-time work experience in the field, please submit documentation (verification mailed directly from employer) to the Palo Verde College personnel office.

Feb. 21, 2008

DRAFT

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **7210-1**

Faculty Service Areas, Minimum Qualifications, and Equivalencies

Procedures regarding academic employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the agreement shall prevail.

Reference: Education Code Sections 87001, 87003, 87355 et seq., 87600 et esq., 87743.2; Title 5 Section 53400 et seq.

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee. An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate~~, the academic senate equivalency committee shall:~~

- ~~Be available to screening and hiring committees as a resource regarding equivalency determinations.~~
- ~~Review the decisions of the screening committees as described below.~~
- ~~Recommend all equivalency determinations to the governing board.~~
- ~~Further clarify the criteria to be used for determining equivalency.~~
- ~~Ensure that careful records are kept of all equivalency determinations.~~
- ~~Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.~~
- ~~In general, ensure that the equivalency process works well and meets the requirements of the law.~~

~~District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.~~

~~The following questions shall be used by candidates as guidelines to assist them in gathering pertinent documentation. This documentation shall constitute the factual data required in the Equivalency Questionnaire.~~

1. ~~In what discipline do you believe you have an equivalent?~~

2. ~~Do you claim the equivalent of the major for that degree? If so, what courses have you completed to substantiate the equivalency?~~

3. ~~Do you have the equivalent of the General Education requirements for the degree? What relevant courses have you completed? What other evidence can you provide that you have the equivalent of the General Education portion for the degree?~~

4. ~~If you are using course work to establish the equivalency, please submit both an official transcript and copies of the appropriate pages from the college catalog.~~

5. ~~If you are using publications or other work products, please submit them if possible.~~

6. ~~If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.~~

~~Criteria for Equivalence~~

~~If an individual wishes to be considered for a teaching or administrative position but does not meet the minimum qualifications of the Board of Governors adopted Disciplines List, he or she may take their case for meeting equivalency qualifications to the academic senate equivalency committee by demonstrating with official transcripts, publications, work products, and/or proof of previous employment that they have equivalent preparation to teach, or fulfill a particular academic role. Transcripts will be accepted by the Human Resources Manager only if they are officially stamped and sealed or mailed directly from the college records office of origin.~~

~~For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following is a separate and distinct criterion:~~

1. ~~The General Education required for that degree; and~~

2. ~~The major required for that degree.~~

~~A candidate who does not provide conclusive evidence in regard to either 1 or 2 above does not possess the equivalent of the degree in question.~~

- ~~Regular Standards:~~

  1. ~~Minimum qualifications or disciplines in which the Mater's Degree is generally available:~~

     a. ~~Master's in the discipline or alternatives adopted by the Board of Governors or equivalent as described below.~~

     b. ~~Valid California Community College Credential in the field.~~

  2. ~~For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is generally available, the following criteria shall in most cases be understood by the college to meet the minimum standards.~~

     a. ~~Master's in related field, including 15 semester units of graduate or upper division course work in the field.~~

     b. ~~Bachelor's in field + 24 semester units of graduate or upper division course work in the field.~~

     c. ~~Bachelor's in field + 15 units of graduate or upper division course work within the field + one year full-time teaching or work experience in the field.~~

     d. ~~Bachelor's in field + 3 years full-time teaching or work experience in the field, + relevant professional certification, if appropriate.~~

     e. ~~Bachelor's in related field + 24 semester units of graduate or upper division course work in field + 3 years of full-time teaching or work experience in the field.~~

     f. ~~Associate of Arts Degree in the field + 6 years of full-time teaching experience in the field + relevant professional certification in the field, such as (1) publications and/or (2) work products.~~

     g. ~~If an individual does not meet the equivalency provisions as stated above for a faculty position, but the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.~~

- ~~Minimum qualifications for disciplines in which the Master's Degree is generally not available.~~

  1. ~~Bachelor's degree or better in any discipline + any certificate or license required to do that work + two years full-time work experience in the discipline, or equivalent.~~

2. Associate of Arts Degree in any discipline + any certificate or license required to do that work + six years full-time experience in the discipline or equivalent.

3. Valid California Community College Credential in the field.

- For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is not generally available, and the individual does not meet the regular standards as stated above, but the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related) all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation, then that person shall receive an equivalency.

The [designate authority] will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the [designate authority] prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The [designate authority] shall send its decisions concerning equivalency and non-equivalency to the academic senate equivalency committee before candidates are notified of interviews.

Process for Determining Equivalent Qualifications

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List.

The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

The Human Resources Manager shall supply to all candidates who request them copies of the equivalency procedure and guidelines outlining what is required by the college.

The equivalency committee for evaluating a faculty candidate shall be comprised of the Vice President of Instruction of designate, the Academic Senate President or designate, a faculty member appointed by the Academic Senate (a nonvoting member whose primary responsibility is to ensure that the equivalency procedure has been followed), and a faculty member most closely related to the discipline in question. For an administrator, the committee shall be composed of the Superintendent/President, the Vice President of Instruction or designate, and the Academic Senate President or designate.

~~The equivalency committee will review the decisions of the screening, asking the following questions:~~

- ~~Was the decision made in accord with this procedure?~~
- ~~Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?~~
- ~~Are the committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?~~

~~Granting Equivalency~~

~~The equivalency committee shall make determinations on a case-by case basis. Candidates shall be notified in writing within a reasonable time regarding their success in establishing an equivalency. Those who receive Equivalency Certificates shall then be included in a pool of prospective employees.~~

~~Candidates who become a part of a candidate pool shall receive a Palo Verde College Equivalency Certificate valid for three (3) years. If employed, the successful candidates shall receive a Palo Verde College Equivalency Certificate valid for life. All deliberations and records shall remain confidential.~~

~~Emergencies or Special Circumstances~~

~~The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:~~

- ~~In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the Vice President of Instruction. This recommendation shall be forwarded to [designate authority].~~
- ~~[designate authority] will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by [designate authority].~~
- ~~For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:~~

  1. ~~Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.~~
  2. ~~Additional sections of a class added shortly before the beginning of a session or after the session begins.~~
  3. ~~An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter~~

~~specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).~~

~~Equivalency for Vocational Disciplines~~

~~The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the mater's degree.~~

- ~~Semester units/occupational experience: 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note: all semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.~~

- ~~Related occupational experience: May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.~~

- ~~Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.~~

- ~~Rare exceptions: In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the Vice President of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.~~

AP 7210-1 is CCLC AP 7211

See Administrative Procedures 7210-0 through 7210-11
See also BP/AP 7360 - Discipline and Dismissals - Academic Employees
See also BP/AP 7280 - Retiree Health Benefits - Academic Staff

(Formerly a part of PVC Board Policy 4130.1)

~~PALO VERDE COLLEGE~~

~~APPLICATION FOR EQUIVALENCY REVIEW~~

~~Name of Applicant:~~ _____

~~Discipline:~~ _____

~~Application for Master's Degree Equivalency:~~ _____

~~Application for Bachelor's Degree Equivalency:~~ _____

~~Receipt of Substantiating Documentation:~~

_____ _____

~~Authorized Agent~~ ~~Date~~

~~Comments:~~

~~Authorization for Service:~~

~~Full-Time Service:~~ _____ ~~Approved Valid To:~~ _____

~~Part-Time Service:~~ _____ ~~Approved Valid To:~~ _____

~~Application Denied for Insufficient Documentation:~~ _____

~~AUTHORIZED SIGNATURES:~~

~~Faculty Candidate~~ ~~Administrative Candidate~~

_____ _____

~~Academic Senate President or Designate~~ ~~Superintendent/President~~

_____ _____

~~Vice President of Instruction or Designate~~ ~~Vice President of Instruction or Designate~~

_____ _____

~~Faculty Member from the Discipline~~ ~~Academic Senate President or Designate~~

_____

~~Faculty Member for Procedures~~

~~Date of Approval: _____~~

~~PALO VERDE COLLEGE~~

~~EQUIVALENCY QUESTIONNAIRE~~

~~Note: The applicant is encouraged to read the Palo Verde College equivalency procedure and guidelines carefully before filling out this questionnaire. The Equivalency Application requests what constitutes a Credential for Instruction at Palo Verde College. The awarding of an equivalency in a given discipline is in accordance with the provisions of California Education Code 87357 – 87359 and is viewed with serious consideration. It should also be understood that the granting of equivalency does not promise or guarantee future employment. If you provide persuasive evidence that you possess the minimum qualifications for the equivalent preparation for teaching in the specified area, your name will be included in the list of qualified candidates for consideration when you apply for a full-time or part-time position. Please submit only typed applications.~~

~~CRITERIA FROM THE PALO VERDE COLLEGE EQUIVALENCY PROCEDURE~~

~~Using the standards and criteria of the Palo Verde College equivalency procedure, please demonstrate your equivalency preparation in the discipline for which you are applying and for which the (1) Master's Degree is generally available, or the discipline for which you are applying in which the (2) Bachelor's Degree is the standard for academic preparation. (List qualifications, course work, and any other qualifying documentation.)~~

~~OTHER CRITERIA TO DEMONSTRATE EQUIVALENCY~~

~~1. Degree and discipline for which you are requesting an equivalency?~~

_____

_____

~~2. If you claim the equivalency of the major for the degree, list the courses and provide official documentation.~~

~~3. List the courses and provide official documentation for the General Education equivalency for the degree.~~

~~4. What other evidence can you provide for the equivalency of the General Education portion of the degree?~~

~~ADDITIONAL GUIDELINES~~

~~1. If you are using course work to establish the equivalency, please submit both an official transcript (i.e., mailed directly from the college records office of origin to the Palo Verde College personnel office) and copies of the appropriate pages from the college catalog.~~

~~2. If you are using publications or other work products, please submit them if possible.~~

~~3. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.~~

~~4. If you are using full-time teaching experience in the discipline area, please submit documentation (verification mailed directly from educational institution that employed you full-time) to the Palo Verde College personnel office.~~

~~5. If you are using full-time work experience in the field, please submit documentation (verification mailed directly from employer) to the Palo Verde College personnel office.~~

Academic Senate Equivalency Process – Board Policy Documents

1. "Equivalency," is the determination that a current or prospective faculty member possesses credentials, experience or achievements equivalent to the minimum qualifications for teaching in a subject area as defined by the, Title 5, section 53410 for California Community Colleges.
2. As per AB 1725 and local Board of Governors policy BP 7211, the determination of equivalency is a responsibility of the local Academic Senate.
3. It is the responsibility of the Academic Vice President to determine whether a candidate (either a new applicant for a teaching position, or a full-time current faculty member who wishes to teach in a new discipline) meets the Minimum Qualifications. It is the responsibility of the Human Resource office to collect, distribute to the Committee members, and store securely, any and all applications for equivalency.
4. While applications for equivalency may take several forms (including a simple cover letter from the applicant requesting equivalency and a copy of their employment materials or their application for minimum qualifications), it will be in the applicant's best interests to include at least: a) a cover letter that clearly explains the grounds for granting equivalency and outlines the supporting evidence; b) a resume that outlines the relevant qualifications; c) all undergraduate and graduate transcripts; d) a list of relevant professional experience; e) a list of relevant grants, awards, prizes, etc.; f) a bibliography, list of exhibitions, etc., relevant to the application.
5. During the meetings of the Equivalency Committee, the committee members shall discuss and consider all applications submitted in an appropriate fashion. It shall be inappropriate for the Committee to allow guests, observers or other non-members to be present. When a faculty member from the relevant discipline area must be brought in, they shall be considered a Committee member for the purposes of that meeting and that meeting alone.
6. The committee members shall not include personal experiences, outside materials, or externally-submitted documents in their discussions of applications. Any committee member whose own application in under consideration, or who is personally related to an applicant, or who is personally or professionally directly connected to an applicant in a fashion that would affect their vote, shall recuse themselves in advance of the meeting. In such events, the Senate President shall consult with the Chair, and appoint a temporary member as a replacement.
7. It shall be inappropriate for the Committee to consider an applicant's evaluations or job performance at the College, ~~and/or the applicant's fitness to teach every class in a given subject area or discipline~~. It shall also be inappropriate to consider whether an applicant shall subsequently be employed by the College or assigned to a particular class. Personnel decisions and class scheduling remain a District prerogative and responsibility. The equivalency process shall be solely and only a matter of determining whether an applicant possesses the equivalent of minimum qualifications.
8. It shall be the intent and purpose of the Equivalency process to provide currently-employed and prospective faculty with a fair and equitable means of applying for

equivalency in a fashion that appropriately balances confidentiality and transparency.

9. The equivalency process is a matter of deciding, in an equitable fashion, whether or not an applicant possesses the equivalent of the credentials described in the latest edition of the "Minimum Qualifications Handbook." It is, ~~by definition~~, a process that relies on professional judgment rather than straightforwardly matching the applicant's credentials to precise, named criteria.

10. In rendering their determinations, therefore, committee members may consider a wide range of documented information, including (but not limited to) the applicant's entire education, professional and other work experience, history of publications and exhibitions, lists of awards and citations, experience with community organizations, military background, or any other documented materials that are reasonably believed to be relevant to the single question of whether or not the applicant possesses the equivalent of Minimum Qualifications.

11. The equivalency committee and its members shall not grant equivalency on the basis of any claim in a cover letter, resume, personal letter, conversation, or other personal communication lacking clear, reliable documentation that is physically present in the application file at the time of the review. It is the applicant's responsibility to provide such documentation of their education, professional achievement, work experience, etc., in the form of bona fide transcripts, certified translations of foreign transcripts, professional recommendations, published reviews, certifications, discharge papers, business records, or other hard evidences.

12. In their decisions, the committee's members shall not employ commentaries, reports, letters, or other communications on staffing needs, scheduling issues, evaluation and/or performance, personal experiences, verbal opinions, or any form of outside, undocumented statements from interested parties regarding the applicant that are irrelevant to the question of equivalency. All outside attempts to inject such personal opinion, undocumented claims, irrelevant materials, or otherwise-inappropriate information into the process, by any means whatsoever, shall be reported to the committee chair, the Senate President, and to the college administration at the earliest opportunity

13. It shall be the policy of the Equivalency Committee that except in extraordinary circumstances that reasonably suggest an original grant of equivalency was grossly inappropriate or otherwise radically out of compliance with the policies and procedures established by the Education Code and the California Academic Senate, there shall be no reviews of previously-granted equivalencies. The responsibility for originating such a review rests solely with the appropriate Vice President, and must be presented in writing to the Academic Senate President and Committee Chair at least three working days in advance of any meeting during which a review might be undertaken. Working in consultation with the Senate President, the committee shall

have the option to accept or decline such a request for review, with the proviso that they a) communicate the reasons for a decline to the appropriate Vice President in writing, and b) communicate the request and the reasons for a decline to the Academic Senate at the next scheduled meeting.